
SPECIAL EVENT PERMIT INSTRUCTIONS AND APPLICATION

Thank you for your interest in planning an event in Plain City. Special events are an important way to build community. Depending on the details of your event, you may need to obtain additional permits or approvals to ensure a well-planned and safe event. This packet contains information that you will need to apply for a Special Event permit. The first three (3) pages should be retained for your reference.

Starting on page four of this application packet, you will find a series of questions outlining the requirements for your event. Some information may not be applicable for your specific event. However, the event organizer must complete the Special Event permit application and submit with it any and all required documentation. Special events must have the final approval of the Village of Plain City Administration.

Special Event Criterion

In general, if your event is a parade, organized walk/run/bike, sporting event, festival, or similar with more than twelve (12) expected participants in any street, park, or other public place in the Village, you will need to submit a Special Event permit.

The best way to determine if your event requires a Special Event permit is to contact Village of Plain City Administrative Assistant at 614-873-3527 x 106.

Special Event Permit Application

This application must be completed and submitted to the Village of Plain City Administrative Assistant at least 90 days prior to the start of the event.

Requirements and Conditions

The Special Event permit application must be accompanied by a \$50.00 application fee in the form of a check or money order made payable to the Village of Plain City.

Certificate of Insurance

A Certificate of Insurance showing evidence of a commercial liability policy and additional insured endorsement naming the Village of Plain City, its officials, employees, agents, and volunteers as an additional insured, with limits of not less than \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate, covering any such claims for bodily injury and property damage is required for special events. Coverage to the additional insured shall be provided on a primary and non-contributory basis. In addition, the special event that is covered by the insurance must be named on the certificate. Upon approval of your special event, an original copy of the Certificate of Insurance and additional insured endorsement is due at least 30 days prior to the event. The Village of Plain City reserves the right to request additional insurance for the event if deemed necessary by the Village staff.



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Fire and EMS Services

All events shall have a plan in case of extreme weather or other threats. Events are encouraged to share these plans with both Police and Fire departments. If determined upon application that the size of the event will necessitate Fire and/or EMS services, the applicant will be notified and a meeting will be scheduled to discuss the extent of the need. Any special requests for services will be made to the Pleasant Valley Joint Fire District 30 days prior to the event. Costs for these services will be determined once a request is made. These costs will be the responsibility of the applicant.

Fireworks Requirements

Request for permission for fireworks displays must be submitted to Pleasant Valley Joint Fire District in accordance with the Ohio Fire Code and State of Ohio fireworks regulations at the time of event application. The fire department and PCPD both must approve fireworks sites and security measures, including storage. PVJFD will determine any associated fees once a request is made. Any costs incurred with the setup, inspection, and oversight of the fireworks event will be the responsibility of the applicant.

Indemnification and Hold Harmless Agreement

A signed agreement in which the applicant and/or sponsor of the special event agrees to defend, hold harmless and indemnify the Village of Plain City, its officials, employees, agents, and volunteers from any loss, injury, damage, expense, claim, and cost of every nature and kind whatsoever, including attorney fees, arising out of or in conjunction with applicant's use of the public property, public right of way, public equipment or public personnel at, during, or in conjunction with the special event described within the permit must be submitted as part of the completed special event application.

Alcohol Consumption and Service

The Village of Plain City Code requires the applicant and/or sponsor of the special event to obtain the required permits for the sale or service of alcoholic liquor during Special Events. Applications for a State of Ohio and Village temporary special event liquor permit are available from Ohio Liquor Control Commission. A copy of the liquor permit must be submitted to the Village at least 30 days prior to the event.

Amplification/Sound

The Village of Plain City reserves the right to discontinue the use of any amplified sound/loudspeakers if deemed unreasonable by the Plain City Police Department. Sound emanating from permitted community events is subject to the Plain City noise ordinance. The Village can place certain requirements on sound emanating from events, including specific times of operation and overall sound level. Events must indicate on their permit the types of noises that will result from their event. Permission for event may not be granted if the noise will be deemed to cause too much inconvenience for surrounding neighbors and/or businesses. The Plain City Police has the ability to cancel activities at any time if, at their sole discretion, the sound caused by an event is causing an unreasonable burden on surrounding residents or wildlife.



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Block Parties

Special event registration is not necessary for block parties; however, the Village of Plain City requires that a Street Closure Application (page 19) be submitted for approval at least 15 days prior to the event.

Compliance with Village Ordinances

The applicant shall comply with all Village of Plain City Ordinances.

Village Staffing at Special Events

During the Special Event application review, the Village may require Police or Public Works personnel at the event. The cost for any Village personnel involved during the day(s) of the event and in preparation for the event will be charged back to the sponsoring agency or applicant. The Village will determine the number of personnel necessary to ensure the safety of the participants and spectators, to minimize inconvenience to the residents and to reduce public liability exposure to the sponsoring agency or applicant, as well as to the Village of Plain City. An invoice for Village services and personnel will be transmitted to the sponsoring agency or coordinator within 30 days of the conclusion of the event (see page 16 for Police Officer, Special Duty Officer and Cruiser Rates). Public Works crew are \$40/per hour, per person.

Food and Beverage Service

Food and beverages may not be sold or given away at any event, unless approved and licensed by the Madison/Union County Health Department. The sponsoring agency or applicant is responsible for coordinating these approvals and inspections. A list of all vendors and/or caterers (including mobile vendors) who will be selling or providing food and/or beverages may be required to be provided to the Village. Plain City has the right to deny permission for any vendor to sell or serve food on public property. Ohio Fire Codes do not permit cooking inside place of assembly tents. A basic fire inspection will be required for all food vendors using open flame or fueled cooking devices.



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SPECIAL EVENTS APPLICATION

The Village of Plain City Administrative Assistant must receive your completed permit no less than 90 days prior to the event date. A fully completed application must be accompanied by a \$50.00 non-refundable application fee, site map, certificate of liability insurance, Street Closure Application, and copies of other related permits (Tent, Alcohol, etc.) in order for your permit to be processed. If necessary, the Village along with the Police Department, Fire Department, Public Works Supervisor and City Planner may schedule Pre and Post Special Event Action Plan Meetings with the organizer.

****The submission of all of the mentioned documents will not guarantee the Village granting a permit. Return completed application and all necessary documents to **800 Village Blvd., PO Box 167, Plain City, Ohio 43064** or email village@plain-city.com.

Applicant Information

Organization hosting the Event: _____

Is it a Non-Profit: YES NO

Applicant Name: _____

Mailing Address: _____ City: _____

State: _____ Zip: _____

Phone: _____ Cell: _____

Email: _____

Event Website: _____

Event Operations

Name of Event: _____

Type of Event:

Festival/Concert Parade Marathon/Run Political Rally

Opening/Announcement Other (Please Specify): _____

Anticipated Attendance: _____

Event Location: _____



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Set-up Date: _____ From: _____ AM or PM to _____ AM or PM

Event Day 1: _____ From: _____ AM or PM to _____ AM or PM

Event Day 2: _____ From: _____ AM or PM to _____ AM or PM

Event Day 3: _____ From: _____ AM or PM to _____ AM or PM

Event Day 4: _____ From: _____ AM or PM to _____ AM or PM

Tear Down Date: _____ From: _____ AM or PM to _____ AM or PM

Event Components

Please check all boxes that apply to your event and provide amount when requested:

On-site Cooking	Alcohol Sales	Amplified Sound
Parade	Job Fair	Carnival Rides
Vehicles on Display	Sidewalk Chalk/paint	Live Art
Exhibits/Displays	Product Giveaway	Health Screening
Fireworks	Food (Mobile) # _____	Food (Temporary) # _____
Inflatable Advertising # _____		

Promotion: How do you plan on advertising for your event?

Website	Newspaper Article	Cable TV Commercials
Social Media	Newspaper Ads	Network TV Commercials
Local News	Billboards	Other _____

Temporary Structures: Tents, booths, and stages shall be staked or tied down. Water barrels or weights approved by _____

****see page 10 for Tent and Canopy Permit Application and Requirements****

Does the event have tent structures?	Yes	No
Are any of these structures over 400 square feet?	Yes	No
Are any of these structures acting as a roof to a stage?	Yes	No



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Name of tent supply company _____

Phone _____

Which method of tie down will your tent company utilize _____

Fireworks: Fire Inspector Signature: _____

Date: _____

Electrical Services:

Does the event require electrical access? Yes No

Will a generator be utilized to provide power? Yes No

Do you have an electrical contractor to assist in hookup? Yes No

Name of contractor _____

Phone _____

Water Services: ****there will be a meter charge and water usage charge, if Village water is used****

Does the event require water access? Yes No

Is the water access required for a food vendor? Yes No

Restrooms:

Portable restrooms are required at all Downtown Events. Suppliers can assist you in determining the quantity and ADA-requirements for Event Restrooms.

****If your event is multiple days, all on-site portable restrooms must be cleaned out daily. ****

Parking:

Please make arrangements with Downtown parking vendors to ensure that all areas are prepared to house the number of vehicles that your event will attract. Also, please ensure that there is handicapped parking and/or a shuttle service for your event.

Fencing and Barricade:

Any event with alcohol requires fencing to enclose the perimeters of alcohol service.

Does the event require any temporary fencing or barricade? Yes No



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Event Insurance

You must attach a certificate of your liability insurance policy to this application in order for it to be processed. The policy must be in an amount no less than one million dollars (\$1,000,000). Your insurance certificate must list the Village of Plain City (800 Village Blvd., PO Box 167, Plain City, Ohio 43064) as an additional insured.

Indemnification and Hold Harmless Agreement

In consideration of the undersigned ('Applicant') requesting to hold the following special event in the Village of Plain City, _____, the undersigned hereby recognizes, acknowledges, and assumes any and all risk pertaining to said special event. To the fullest extent permitted by law, the undersigned hereby agrees to defend, indemnify, and hold harmless the Village of Plain City Ohio, its officials, agents, employees, and volunteers against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, costs and expenses (including attorney's fees), which may in anywise accrue against the Village of Plain City, its officials, agents, employees, and volunteers arising in whole or in part or in consequence of said special event by the undersigned, its employees, agents or vendors, or which may in anywise result therefore, except that arising out of the sole legal cause of the Village of Plain City, its agents or employees.

Agreed this _____ day of _____, 20_____

Name of Applicant

Signature of Applicant

Organization



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Submission Checklist

Required:

Completed Special Event Permit Application

Permit Fees (when applicable)

Event Site Map

Certificate of Insurance with "Village of Plain City" as additional insured

Executed Indemnification and Hold Harmless Agreement

If Applicable:

Tent & Canopy Application & Requirements (see page 13)

Copies of other related permits (tent permits, alcohol permit, etc.)

Street Closure Application (see page 19 for instructions and application)

Make deposit check payable to "Village of Plain City"

Return this completed application to:

Village of Plain City Administrative Assistant

800 Village Blvd.

PO Box 167

Plain City, Ohio 43064

Or

Email village@plain-city.com



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Approval Signatures

Event Coordinator _____

Date: _____

Chief of Police _____

Date: _____

Village Administrator _____

Date: _____

Chief of Fire _____

Date: _____

Notices will be sent to Health Department, Police Chief, Zoning Inspector, Fire Chief, and any other necessary individuals.



Tent and Canopy Permit Application and Requirements

The following guidelines have been established to help business owners identify what is needed to obtain an approval and a building permit for the installation of a temporary structure for commercial use. A Tent is defined by the code as a structure or shelter constructed of fabric or other pliable material supported by any manner except by air or the contents that it protects. A canopy is a structure, enclosure, or shelter constructed of a fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

All tents that are greater than 200 sf and canopies greater than 400 sf with a duration of less than seven days require permits and shall submit the below information on this form for such.

Occupancy of a tent or canopy structure greater than 200 and 400 sf respectively with duration from 8 to 180 days shall require construction documents and approval in accordance with Section 106 of the Ohio Building Code; (full plan approval with Ohio licensed Architect or Engineer) and Local Ordinances.

Special events will be assessed by the Building Official as to their respective requirements. Electrical and plumbing permits may be required depending on the use of the structure. Plumbing information can be obtained through the Madison/Union County District Board of Health. An electrical permit is required for the wiring of any egress and/or accessory lighting. Also, it is important to note that all electrical contractors must be registered for commercial work in Madison/Union County. All electrical information and permits can be addressed through the Village of West Jefferson Building Department, 28 E Main St, West Jefferson, OH.

THE FOLLOWING INFORMATION SHALL BE REQUIRED FOR A BUILDING PERMIT TO BE ISSUED:

- SUPPORTING PERMITS: ZONING, ELECTRIC AND PLUMBING YOU MUST HAVE ALL APPLICABLE SUPPORTING PERMITS PRIOR TO SUBMITTING YOUR APPLICATION
- THIS COMPLETED FORM AND CHECK FOR _____; PAYABLE TO: **Village of Plain City**
- SITE PLAN: SHOW LOT AND TENT SIZES WITH ALL SET BACK DIMENSIONS FROM EXISTING STRUCTURES (MUST BE A MINIMUM OF 12 FEET FROM ADJACENT STRUCTURES AND TENTS)

DETAILS:

PROJECT/EVENT NAME: _____

PROJECT/ EVENT ADDRESS: _____

TENT CANOPY DATES OF OPERATION: _____ TO _____

SIZE _____ SHAPE _____ TIME OF OPERATION: _____

FOOD AND/OR DRINK CONSUMPTION ASSOCIATED WITH STRUCTURE: Yes No

ELECTRICAL SERVICE WITHIN/ ASSOCIATED WITH STRUCTURE: (permit required) Yes No



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ANCHORAGE: TENTS/ CANOPIES MUST BE STAKED AT EACH POST WITH A MINIMUM OF ONE INCH DIAMETER BY TWO-FOOT-LONG STAKES DRIVEN A MINIMUM OF 18 INCHES INTO THE GRADE. CONCRETE BUCKETS ARE PROHIBITED.

BRIEFLY DESCRIBE PROPOSED **USE** OF STRUCTURE AND EVENT:

Your information will be reviewed to determine if the proposed project/event meet code. You will be notified if additional information is required or that the project has been approved, the type of inspections required and that your permit is ready for pickup. Please note: with all of the required information, this process can be completed in as little as two to three days. The above information has been submitted in good faith and is true and accurate to the best of my knowledge,

Applicant: _____

Date: _____

Contact # _____

PLEASE RETURN FORM ALONG WITH PAYMENT AND ABOVE INFORMATION TO

Village of Plain City, Administrative Assistant, 800 Village Blvd., PO Box 167, Plain City, Ohio 43064 or email village@plain-city.com
THIS SECTION FOR BUILDING DEPT. USE ONLY

PERMITS TECH: _____ **DATE:** _____

ADDITIONAL INFORMATION REQUIRED: _____

PLAN APPROVAL REQUIRED INSPECTIONS: _____

FIRE DEPT. FINAL

BUILDING OFFICIAL/ PLANS EXAMINER: _____

DATE: _____



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Plain City Police Department Special Duty Officer and Cruiser Rates

1) PCPD Officers \$40.00 per hour (3 hour minimum)

2) PCPD cars \$10.00 per hour

PCPD Special Duty Officers must be retained to provide security services at any special event where alcoholic beverages are to be sold, served and/or consumed. The PCPD Chief of Police has the authority and the discretion to determine the number of PCPD Special Duty Officers will be required for any event where alcoholic beverages will be sold, served and/or consumed.

PCPD Special Duty Officer must be retained if your event requires use of a detour or traffic direction services in a traffic light-controlled intersection, a stop sign controlled intersection or on a freeway or controlled access road .

A flagman must be present if your event closes a single lane of traffic by diverting traffic to another lane on the same road. The flagman can be your own personnel or a company dedicated to that purpose. You may, but are not required to, request the use of a PCPD Special Duty Officer to serve as a flagman.

Contact the Chief of Police to discuss the retention of a PCPD Special Duty Officer.

In addition, if you have any questions feel free to contact the Plain City Police Department at (614) 873-2921.

A minimum of a 2-week advance notice is required to schedule an officer.

The current rate is \$40.00 an hour with a three-hour minimum for a PCPD Special Duty Officer. In this case there is not a charge for a cruiser unless some extenuating circumstances apply and the Chief of Police will decide if that is the case. The cruiser rate is still \$10.00 per hour.

INSTRUCTIONS FOR STREET CLOSURES AND ASSEMBLAGES

- Read the attached codified ordinance, 311.02 Parades and Assemblages.
- Obtain a “Street Closure Application” from the Police Department located at 800 Village Blvd., Plain City, Ohio 43064 or from www.plain-city.com/police and clicking the Forms tab.
- Complete the application and return to the Police Department.
- The Police Department must sign and approve the Street Closure Application.
- There may be additional permits, requirements or stipulations for your event. This application only addresses street closures, parades and assemblages. Please inquire for additional details that may be specific to your event.
- The application should be submitted as soon as possible, but under no circumstances shall a Street Closure Application be granted with less than 5 days’ notice prior to the scheduled event.



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311.02 PARADES AND ASSEMBLAGES

(a) No person, group of persons or organization shall conduct or participate in any parade, assemblage or procession other than a funeral procession upon any street or highway, or block off any street or highway area, without first obtaining a permit from the Police Chief.

Applications for such permits shall be made on such forms as may be prescribed and shall contain such information as is reasonably necessary to a fair determination of whether a permit should be issued. Applications shall be filed not less than five days before the time intended for such parade, procession or assemblage.

The permit may be refused or cancelled if:

1. The time, place, size or conduct of the parade including the assembly areas and route of march would unreasonably interfere with the public convenience and safe use of the streets and highways.
2. The parade would require the diversion of so great a number of police officers to properly police the line of movement, assembly area and areas contiguous thereto so as to deny normal police protection to the Municipality.
3. The parade route of march or assembly areas would unreasonably interfere with the movement of police vehicles, fire-fighting equipment or ambulance service to other areas of the Municipality.
4. The parade would unreasonably interfere with another parade for which a permit has been issued.
5. The information contained in the application is found to be false, misleading or incomplete in any material detail.
6. An emergency such as a fire or storm would prevent the proper conduct of the parade.
7. The permit or any order accompanying it may limit or prescribe reasonable conditions, including the hours, the place of assembly and of dispersal, the route of march or travel and the streets, highways or portions thereof which may be used or occupied.

(b) Whoever violates this section is guilty of a minor misdemeanor on a first offense; on a second offense within one year after the first offense, the person is guilty of a misdemeanor of the fourth degree; on each subsequent offense within one year after the first offense, the person is guilty of a misdemeanor of the third degree.



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Street Closure Application

Application Date	
Name of Organization	
Contact Name	
Phone Number	
E-Mail Address	
Purpose of Street Closure, Parade or Assemblage	
Streets to Close/Parade Route, Signage/Barricades Needed, Notes and Other Considerations, Etc. (Use Attached Map)	

Number of Participants: _____

Number of Spectators: _____

Date of Closure		Start Time		End Time	
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***** Official Use Only *****

		Received Date & Time			
Authority	Signature	Approved		Date	
Police Department		Yes	No		
Fire Department	Notification sent:	E-mail	Fax	In person	
Street Department	Notification sent:	E-mail	Fax	In person	

Conditions of Approval	
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Reason for Denial	
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Plain City Codified Ordinance 311.02